



**The Academy for College and Career Exploration**  
**1300 West 36<sup>th</sup> Street, Baltimore, MD 21211**  
**410-396-7607**

## **Virtual Handbook**

### **Welcome**

Greetings ACCE family,

I hope your summer has been restful and enjoyable despite these difficult times. The beginning of the school year will be an all virtual experience for students. The first day for students is now September 8, 2020. At ACCE, we are committed to providing a culturally relevant rigorous educational experience along with social and emotional supports in this new environment. We have set high expectations for ourselves as a staff and we will continue to set high expectations for students. We acknowledge and expect this experience to be a challenge. However, we are fortunate to the best team of educators and best group of students and families in all of Baltimore City!

As per our mission, it is extremely important for us to stay connected at all times throughout the school year. We will be communicating regularly about schedule updates, student and family meetings, student and family needs, and student academic progress. Please check our website often at [www.acce427.org](http://www.acce427.org). Please follow us on social media at twitter @for\_exploration and Instagram @acce\_eagles. To be added to our email distribution list, please email our Community School Coordinator, Abby Baldwin, at [baldwin@ycentralmd.org](mailto:baldwin@ycentralmd.org).

### **Technology Support**

At ACCE, our goal is to provide students and families with the necessary supports for success in the virtual environment. Technology support is being provide through video tutorials, teacher mini-lessons in the virtual classroom, and one on one phone calls or Zoom sessions as needed. An overview of how to access the student schedule through Infinite Campus (IC), how to access Google Classroom, and how to access Zoom will be provided during Orientation meetings and beginning of year Community Meetings (grade level assemblies). Every Wednesday in September at 1:45 pm, virtual space will be created to provide on-going small group or one on one support. For additional tutorials on technology tool access, please visit the link below by typing [bit.ly/accetech](http://bit.ly/accetech) into your internet browser. Visit this website to see "how to" guides for:

- Logging in to BCPSS
- Accessing Google Classroom
- Accessing Zoom
- Accessing Infinite Campus (how to view your schedule)
- Accessing translation tools

If you need assistance with a password reset or any other tech support needs please visit the following website: [bit.ly/ACCEtechsupport](http://bit.ly/ACCEtechsupport)

For additional guidance on how to access the needed technology tools, please visit this site: [bit.ly/accetech](http://bit.ly/accetech)

### **First Day Logistics**

All students are expected to report to their first period class by 9:00 am on Tuesday, September 8<sup>th</sup>. See below for steps and tips on how to get to the proper location. If you are having any difficulty getting to your first period class on the first day, you can join the help session at 9:00 am. This session is designed to assist you with getting to your first period class. You can join the help session by visiting [zoom.us](http://zoom.us) and entering the meeting codes and passwords below.

### **Middle School Day 1 Help Session** **September 8, 2020 at 9:00 am**

Meeting ID: 939 6172 9664  
Meeting Password: 017617

## High School Day 1 Help Session September 8, 2020 at 9:00 am

Meeting ID: 984 6380 2575  
Passcode: 821314

### *Steps to get to your first period class on Tuesday, September 8<sup>th</sup>*

First: Before the first day of school, all students should view their schedule in Infinite Campus (IC). Enter [bit.ly/accetech](http://bit.ly/accetech) in your web browser for directions on how to access IC.

Second: Go to Google Classroom and join your classes by clicking “join”. Enter [bit.ly/accetech](http://bit.ly/accetech) in your web browser for directions on how to access Google Classroom.

Third: Go to the “classwork” tab in Google Classroom to access the Zoom link to enter your teacher’s class. Enter [bit.ly/accetech](http://bit.ly/accetech) in your web browser for directions on how to access Zoom.

### **School Hours**

The school day for all ACCE students begins at 9:00 a.m. and ends at 4:05 p.m. on Monday through Thursday for the Middle School and Monday, Tuesday, Thursday for the High School. On Friday, the school day begins at 9:00 am and ends at 2:25 p.m. for all students. On Wednesday, High School students will participate in three specialty courses. Each course is an hour long. The detailed schedules are below.

### ***ACCE Bell Schedule***

In Infinite Campus (IC) you will see class periods numbered as shown below. The virtual schedule does not match directly with the IC schedule for two reasons: we will not have advisory as a daily class and lunch in the virtual setting will be the same time for the whole school. Please use this chart to see the correlation between the IC schedule and the Virtual schedule.

**\*\*\*This schedule is for Middle School students on Monday through Friday. Please note the shortened day on Friday.**

**\*\*\*This schedule is for High School students on Monday, Tuesday, Thursday, and Friday. Please note the shortened day on Friday.**

Infinite Campus Period	Virtual Period	Time (M-Th for MS; M/T/Th for HS)	Time (Friday)
1	1	9:00 – 10:10	9:00 – 9:50
2	2	10:20 – 11:30	10:00 – 10:50
3	No Advisory		
4	3	11:40 – 12:50	11:00 – 11:50
Lunch is different times based on individual student schedules. This is not relevant for the Virtual schedule.	Lunch	12:50 – 1:35	11:50 – 12:35
5/6 OR 6/7	4	1:35 – 2:45	12:35 – 1:25
8	5	2:55 – 4:05	1:35 – 2:25

**\*\*\*This schedule is for High School students on Wednesday**

Period	Time
Course 1	11:00 – 12:00
Lunch	12:00 – 12:45
Course 2	12:45 – 1:45
Course 3	1:45 – 2:45

### **Student Attendance**

First period begins at 9:00 am. Students are expected to be on time to each class and present for the entire period throughout the day. Student attendance is taken each class period. It is essential for you to be in class and on time every day. Your presence in class is valued and imperative to your success at ACCE.

***If there are significant barriers to a student fully participating in daily live lessons at the designated times, you must contact the school principal, Mr. D'Ambrosio, directly at 410-350-4488.***

### ***Excused Absences***

An absence is considered excused once the parent or guardian provides communication explaining that it was due to one of the following reasons. Communication can be sent via text, phone call, or email to any staff member. Our main office number is 410-396-7607. Our school principal's direct cell number is 410-350-4488.

- Death in the immediate family
- Illness
- Court summons
- Hazardous weather conditions
- Observance of a religious holiday

### ***Unexcused Absences***

All other absences are considered unexcused. Unexcused absences may result in oral and written communication to schedule a time to meet virtually to discuss interventions and supports to improve a student's attendance.

### ***Early Dismissal***

To be dismissed from school before 4:05 pm, a parent/guardian must contact any school staff via email, text, or call. Our main office number is 410-396-7607. Our school principal's direct cell number is 410-350-4488.

### **Advisory**

ACCE students are to report to an advisory period once per week in the virtual setting. Advisory is designed to provide supports in the areas of academics, social and emotional development, and college and career readiness. One of the key planning actions during advisory is preparing for Student Led Conferences that take place three times per year.

### **Student Led Conferences (SLCs)**

Three times per year students will prepare and present details and artifacts to demonstrate their learning to their advisor and parent or guardian. These conferences are designed to promote student ownership of their success along with opportunities for reflection, goal setting, and making adjustments. Student Led Conference preparations, guidance, and support will be provided by the student's advisor. If necessary, SLCs will take place virtually via Zoom for any period in which virtual learning is taking place.

### **Community Meetings**

Weekly grade level Community Meetings will take place on Wednesday's during the virtual learning experience. Community Meetings are designed to promote community through three main rituals: acknowledgements, apologies, and announcement. During the acknowledgement ritual, students and staff are welcome to share positive actions or behaviors displayed by others within the community. During the apology ritual, students and staff are encouraged to apologize for any harm they may have caused another person within the community. The announcement time is an opportunity to share information relevant to the whole community. Other topics will be shared at this time as well. Those topics may include college and career readiness actions or opportunities, character building, community bonding, or other related content. Community Meetings will take place via Zoom.

### **General Behavior Expectations**

All students are expected to demonstrate what it means to Be ACCE. Be ACCE is an acronym that stands for being Accountable, Caring, Creative, and Engaged. These behaviors may look, sound, and feel differently depending on the setting. Additionally, we strive to model and explicitly teach and celebrate our Five Promises. The Five Promises of ACCE are: Honor and Integrity, Commitment to Quality, Perseverance, Contribution, and Gratitude.

Students will experience these Five Promises from staff on a daily basis and are expected to demonstrate these behaviors themselves. Students who demonstrate these five promises will be celebrated and honored throughout the school year.

**Be ACCE...Virtually (Student Expectations)**

Accountable (*Honor and Integrity*)

- Understand how to use all technology tools by attending training
- Sign-in to all classes with your first and last name
- Demonstrate acceptable use of technology
  - Go Guardian is a tool that is used by BCPSS to monitor websites and searches students submit
  - The school is alerted if the device is used for inappropriate or concerning purposes

Caring (*Gratitude*)

- Demonstrate respect for self and others
- Use chat function with kindness and integrity

Creative (*Persevere*)

- Use the tools provided to demonstrate understanding of the lesson

Engaged (*Contribution and Commitment to Quality*)

- Be present for all classes and actively participate
- Eliminate technology distractions
- Camera is preferred but not required however microphone should be on mute until it’s time for interaction

**Social Contracts - Classroom Behavior Expectations**

All classes will develop a Social Contract with the input of both students and their teachers. Students and teachers are expected to adhere to the agreements of behaviors designated by these Social Contracts. When a student “Behaves Out” of the Social Contract, they are choosing the option of receiving an intervention from their classroom teacher or administrator.

Students not meeting the Be ACCE expectations and/or the agreed upon Social Contract may experience the following interventions:

- \*Verbal warning
- \*CKH – Four Questions
- \*Removal from the Zoom “main room” to the “waiting room”
- \*Removal from class
- \*Parent Contact
- \*Administrator intervention

**Uniform Policy**

During the virtual learning experience, students are not expected to wear school uniform.

**Contact Us**

Please also visit our website regularly at [www.acce427.org](http://www.acce427.org) for an electronic copy of this handbook. You will also find google classroom access codes on our website and any other pertinent information. Please follow us on social media at twitter @for\_exploration and Instagram @acce\_eagles. To be added to our email distribution list, please email our Community School Coordinator, Abby Baldwin, at [baldwin@ycentralmd.org](mailto:baldwin@ycentralmd.org).

**Administrative Team Contact Information**

Staff Member	Role	Email address
Mr. Nicholas D’Ambrosio	Principal	<a href="mailto:dambrosio@theaccesschool.org">dambrosio@theaccesschool.org</a>
Ms. Brittany Horne	Assistant Principal (Middle School)	<a href="mailto:horne@theaccesschool.org">horne@theaccesschool.org</a>
Mr. Luis Espinoza	Assistant Principal (9 <sup>th</sup> grade)	<a href="mailto:espinoza@theaccesschool.org">espinoza@theaccesschool.org</a>
Ms. Jamie Neil	Education Associate (10 <sup>th</sup> grade)	<a href="mailto:jsneil@theaccesschool.org">jsneil@theaccesschool.org</a>
Ms. Juliet Neil	Assistant Principal (11 <sup>th</sup> and 12 <sup>th</sup> grade)	<a href="mailto:neil@theaccesschool.org">neil@theaccesschool.org</a>

